Checklist:
How to Prepare for USAJOBS
EPAP Vacancy Announcement

Eligibility Requirements

To be eligible to apply for EPAP positions, individuals must meet the definition of an Appointment Eligible Family Member (AEFM) as described in 3 FAM 7120. Individuals who meet **all** of the following are considered to be AEFMs for employment purposes:

1. Is a U.S. citizen;
2. Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (i.e., a Direct Hire Foreign Service (FS), Civil Service (CS), or uniformed service member who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan (AIT), or
3. Is listed on one of the following:
    a. Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, or
    b. An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under COM authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
    c. Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
4. Is not a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;
5. Is not a Civil Service employee with re-employment rights to their agency or bureau (see 22 U.S.C. § 3950).

Additional Eligibility Requirements

1. If selected, AEFMs are expected to complete required training within the first year of their appointment
2. AEFMs must be able to obtain and maintain the appropriate level of security clearance for their position.
3. As with all EFM appointments, availability may be a factor.
4. Additional items that may be considered when determining successful candidacy include nepotism, conflicts of interest, budget, advancing the work of the mission, etc.

Note to Applicants Who Previously Qualified for EPAP Positions

As of March 14, 2019, the Department of State's revised Qualification Standards are in effect for the upcoming Spring/Summer centralized vacancy announcement. The revised qualification standards

replace all previous EPAP qualification standards and/or all previous EPAP prequalification guidance and processes. All applicants must submit an application package that includes all of the documents listed below, including a federal resume (with USAJOBS resume builder) that clearly demonstrates how they meet or exceed the qualification standards requirements which are a combination of education and experience (professional or specialized) per position.

As stated in the qualification standards, applicants who have been successfully employed in an EPAP position for 12 months or longer and who can document fully satisfactory performance will be considered qualified for the same EPAP position at the same grade or at a higher grade depending on the length of service. Applicants must submit two SF-50s to document 12 or more months of experience in an EPAP position and fully satisfactory performance appraisal(s) with a JF-57 covering 12 or more months of service. Please note the following exceptions are positions in OBO and MED.

Checklist

This checklist is intended to help applicants prepare for the upcoming EPAP vacancy announcement on USAJOBS.gov:

Step 1 Review your regional bureau list below to determine if there are EPAP positions opening at your post of assignment for which you intend to apply

- Bureau of African Affairs
- Bureau of East Asian and Pacific Affairs
- Bureau of European and Eurasian Affairs/International Organization Affairs
- Bureau of Near Eastern Affairs
- Bureau of South and Central Asian Affairs
- Bureau of Western Hemisphere Affairs

Step 2 Become Familiar with EPAP Qualification Standards

- Carefully review the revised Qualification Standards at www.state.gov/epap.

Step 3 Access USAJOBS

- Create an account on USAJOBS.gov.
    - Applicants may only access USAJOBS.gov account by registering at www.login.gov. This required step allows users to access www.USAJOBS.gov and other government services.
    - Learn more: about how to create an account with login.gov by reading the FAQ found at www.usajobs.gov/Help/faq/.
    - Please refer to our additional handout *Step-by-step Guide to complete your application on USAJOBS (Part I and Part II)* to complete a USAJOBS application for additional important information.

Step 4 Stay Informed

- Sign up to receive an email notification when the vacancy announcement opens on www.USAJOBS.gov

- Use the keyword "EPAP" and save your search. Please see "[How do I set up notifications for future job announcements?](#)" and "[How to save a search](#)"

Step 5 Create a Resume for EPAP

- Create or update a USAJOBs.gov resume with the resume builder ensuring that it clearly demonstrates how you meet or exceed **all** of the qualification standards for the EPAP position(s) for which you are applying.
    - Prepare your EPAP resume with the USAJOBS.gov resume builder. You will only be able to attach **one** resume to your application regardless of how many positions you apply for.
    - Clearly demonstrate in that resume that you meet or exceed the qualification requirements (either with the combination of education and experience or with prior EPAP employment as the case may apply) of the position(s) for which you apply.
    - Provide complete and detailed information on any professional and/or specialized experience AND education.
    - Only the information included with the application package in accordance with the instructions and by the deadline will be considered.

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Important Guidance Regarding All Attachments

Under USAJOBS profile, you will upload and attach whichever documents that are appropriate to your application. You will need to save them under their particular "document types" and name them appropriately (e.g., "John Doe Transcript," "John Doe SF50s," "John Doe Assignment Notification"). Your EPAP application may include the following document types/categories:
- U.S. Transcripts (**required)**/Foreign Education Evaluation (**if relevant**)
- SF-50s (**if relevant)**
- DD-214 (**if relevant**)
- Other (you may create and save up to three of them under the following categories)
    - Assignment Notification/Cable/OF-126 (**required**)
    - U.S. Medical Certification (**if relevant**)
    - JF-57 (**if relevant**)

With the exception of "Other," for each category of document, you must scan/merge multiple documents into one single document. For instance, for initial and final SF-50s documenting your prior employment in an EPAP position or positions, you will combine those SF-50s into one scanned SF-50 document. Similarly, if you have more than one transcript, those documents should be combined into one Transcript document, adding the HS Diploma/GED Certificate (if relevant) or adding the foreign degree evaluation (if relevant). Note that if you later upload an *additional* document in a given category it will overwrite (replace) the existing document in that category.

After you prepare your documents as set out above, you will be able to transfer/attach them to the State Application Site under the following document types/categories:
- U.S. Transcripts/Foreign Education Evaluation
- SF-50
- DD-214
- Assignment Notification/Cable/OF-126
- U.S. Medical Certification
- JF-57

Please note that we have done our best to reflect the most up-to-date information as it relates to saving/uploading/attaching your documents under USAJOBS and the State Application Site. This process will vary depending on the number and types of document you submit.

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Step 6 Prepare Attachment(s) to Document Post of Assignment
- Upload and attach to your application package:
  - Your sponsoring employee's assignment notification (TM-ONE), or
  - Travel Orders (TM-FOUR), or
  - Approved Form OF-0126 Foreign Service Residence Dependency Report (an approved form is one that is signed by an authorizing official) listing you by name as a dependent, the sponsoring agency, and the post of assignment. **This post must be the same location to which you are applying for a position(s).**
  - Be sure to review "Important Guidance" box, above.

- If your sponsoring employee is assigned to a Priority Staffing Post (PSP), you must include the assignment cable/notification. Since you cannot be included in this document, unless/until you are hired by post, the regional bureau understands that you may not be listed on the assignment cable/notification.

- If your sponsoring employee's agency does not provide all of the required assignment and dependent information in a single document as indicated above, or you if have any questions about this requirement, email **FLOAskEPAP@state.gov**.

Step 7 Prepare Attachment to Document Education

- Request your HS Diploma/GED Certificate (if relevant) or college/university transcripts to document your education **based on the position grade** you wish to apply to. If you have two or more degrees, include the transcript for each degree, especially if the fields of study are different and/or from different institutions.
  - Education acquired **inside** the U.S., Commonwealth of Puerto Rico, Trust Territory of Pacific Islands, or any territory or possession of the U.S.:
    - Transcripts must be in English* and include your name, the institution's name, the degree(s) awarded (if any), and course work completed. If transcripts do not include degree(s) awarded, include a scan of the diploma/degree with your transcripts.
    - *If transcripts are not in English, submit the transcript and a certified English translation. Unofficial transcripts are acceptable, as long as they meet the above requirements.
    - Be sure to review "Important Guidance" box, above.

  - Education acquired **outside** the U.S., Commonwealth of Puerto Rico, Trust Territory of Pacific Islands, or any territory or possession of the U.S.:
    - Foreign transcripts or diplomas must be accompanied by an evaluation from a foreign education credentialing service.
    - Foreign transcripts or diplomas submitted without a credentialing service evaluation will not be considered.
    - Applicants should select a member organization of one of the following two national associations of credential evaluation services.
      - National Association of Credential Evaluation Services (NACES), www.naces.org

- Association of International Credentials Evaluators (AICE), www.aice-eval.org
  - When submitting your foreign transcripts or degrees for credential evaluation, request a detailed report that includes your course work (a course-by-course evaluation) and an evaluation of how your foreign degree compares or equates to a U.S. degree. If you have more than one degree in different fields of study and/or from different institutions, include each degree's transcript, unless combined on one institution's transcript. Credential evaluations are not free and applicants are responsible for paying the cost of the selected service, which will vary from case to case. Prior to submitting any documents to a credential evaluation service, you will need to obtain certified English translations of any documents that are not in English. Foreign transcripts or degrees that are not accompanied by a credential evaluation will not be considered.
  - Be sure to review "Important Guidance" box, above.

  o Education acquired **both inside** and **outside** the U.S., Commonwealth of Puerto Rico, Trust Territory of Pacific Islands, or any territory or possession of the U.S.:
  - If undergraduate and graduate degrees/fields of study are the same and the course work you completed outside the U.S. was accepted by a U.S institution and counted toward your U.S. degree/certification, submit only the highest U.S. degree achieved (undergraduate or graduate) and transcripts.
  - If undergraduate and graduate degrees/fields of study are different, or if the course work you completed outside the U.S. was not accepted by a U.S. institution or counted toward your U.S. degree/certification, the foreign course work must be evaluated by a credential evaluation service, as described above, and a credential evaluation report must be submitted with the application package.
  - Be sure to review "Important Guidance" box, above.
  o If you are applying for a medical position, include the requested certification as listed in the EPAP Qualification Standards for each position (i.e., U.S. National MLS and MT certification; national certification and licensure in a U.S state; U.S. RN license or equivalent; residency and board certification and valid U.S. medical license or equivalent; current board certification by ABPN and current valid and unrestricted license to practice medicine; membership in the ACSW or credentials as a BCD and license at an independent practice level (LICWC).

Note: If you have earned a degree that is not listed in the qualification standards under *Education*, and you believe that the degree should be considered under the umbrella of "related field," clearly explain on your application and/or resume how the coursework you completed meets or exceeds the education required for the position(s) for which you are applying.

Step 8 Prepare Other Documentation, as Appropriate

- If you are a former or current EPAP employee seeking qualification based on your EPAP experience in a particular career field, you must submit your initial and final SF-50s to show that you have served in that type of EPAP position for 12 or more months. You must also attach your employee performance report (EPR(s) or JF-57(s)) documenting fully satisfactory or above performance for 12 or more months.

- If you are a former U.S. Department of State Information Management Specialist applying for an Information Management EPAP position, you must include the appropriate SF-50(s) verifying prior employment.

- U.S. Veteran's preference will be applied in the selection process, consistent with the application of U.S. Veteran's preference in all overseas employment. If you claim status as a preference-eligible U.S. Veteran, you must submit the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs, or other supporting documentation. If claiming conditional eligibility for U.S. Veterans' preference, you must submit proof of conditional eligibility. If written documentation confirming eligibility is not received by the closing date of the vacancy announcement, the preference will not be considered in the application process.

Step 9 Upload Documents (Review "Important Guidance" box, above.)

- Upload all required documents as needed to your USAJOBS.gov account.
  - Only resumes built with the USAJOBS resume builder will be accepted.
  - When the EPAP vacancy announcement goes live on USAJOBS, you will be able to complete your application by clicking on "Apply."
  - You will be transferred to the Monster tool ("Gateway to State" or State Application Site) where you will answer questions that relate to your eligibility, qualifications, and position selection. You will also be asked to transfer your USAJOBS resume and attach any documentation saved under your USAJOBS profile.
  - **Note:** Uploading documents to your USAJOBS.gov account does not automatically upload them to your EPAP application which will be under the State Application Site. Attach your documentation in Monster ("Gateway to State" or State Application Site) at the time you complete your application.
  - Be sure to review "Important Guidance" box, above.

Keep in mind: To be considered for positions, application packages must be complete and must be submitted by the deadline published in USAJOBS. By preparing in advance, you will be ready to quickly submit your EPAP application when the EPAP vacancy announcement opens on www.USAJOBS.gov and/or when it is directly advertised at post. Please do not submit documents that are not requested in the above list (Step 5 through Step 8).

Additional Information

- *Step-by-step Guide to complete your application on USAJOBS (Part I and Part II)* with suggestions and technical trouble-shooting advice for preparing applications.
- USAJOBS Help Center: How Tos, Tutorials and FAQs on using the www.USAJOBS.gov website.
- For general information, go to the EPAP page.
- For questions, email **FLOAskEPAP@state.gov**.